

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**

MANPOWER STANDARD 12A0TC

1 SEPTEMBER 2004



Manpower Standard

COMBAT READINESS TRAINING CENTER CONTRACTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the Combat Readiness Training Center (CRTC) Contracting function whose mission is to provide an integrated, year-round, realistic training environment (airspace, facilities, equipment) for units to enhance their combat capability and readiness. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force and ANG directives contain policy and procedural guidance for the operation of the CRTC Contracting function. This standard applies to the Alpena, Gulfport, Savannah and Volk Field CRTCs and is applicable to peacetime operations only. This standard was developed in accordance with (IAW) AFI 38-201, *Determining Manpower Requirements*, Air Force Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard (ANG) Base, TN 37777-6283.

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1. STANDARD DATA:

1.1. Approval Date. 17 September 2004.

1.2. Man-hour Data Source. Operational Audit (historical record and technical estimate techniques) and Staffing Pattern were used to collect/determine man-hour/manpower data.

1.3. Man-hour Equation: $Y = 253.5 + 0.3494X$

1.4. Workload Factor:

1.4.1. Title. A Full-Time CRTC Authorization Supported (Includes Contractor and State Employees).

1.4.2. Definition. The average monthly number of full-time CRTC authorizations supported.

1.4.3. Source. UMD (34 Command File Part A) maintained by Unit Manpower Document (UMD) (34 Command File Part A) maintained by ANG, Full Time Requirements (ANG/XPMF).

1.4.4. Points of Contact:

1.4.4.1. Functional: Mr Pat Welch, ANG/C4R

1.4.4.2. Manpower: Major Brian Cotton, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS:

2.1. Step 1. Equation. Apply the man-hour equation in Paragraph 1.3., to determine required man-hours.

2.2. Step 2. Man-hour Availability Factor (MAF). Divide the resulting man-hours by the appropriate MAF. The answer will quantify the required fractional manpower. Round the Fractional manpower up to the next whole number.

2.3. Step 3. Manpower Table. Refer to the Manpower Table at Attachment 3 to determine the required Air Force Specialty Codes (AFSC).

2.4. Step 4. Upper and Lower Extrapolation Limits:

2.4.1. UCL: $Y_U = 423.39$

2.4.2. LCL: $Y_L = 221.54$

3. STATEMENT OF CONDITIONS. The normal hours of operation for this work center are eight hours per day, five days per week. Because of extensive deployed unit-in-training support, hours of operations for work center are frequently extended in hours of operation and number of days per week. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

Abbreviations and Acronyms

A&E--Architect-Engineer

ABSS--Automated Business Service System

AF--Air Force

AFMAN--Air Force Manual

AFO - Accounting and Finance Office

AFSC - Air Force Specialty Codes

ANG--Air National Guard

ANGMS--Air National Guard Manpower Standard

AQ--Acquisitions

BFO--Best and Final Offer

BPA--Blanket Purchase Agreement

BRC--Base Review Conference

CBD--Commerce Business Daily

CCR – Central Contractor Registration

CE--Civil Engineering

COR--Contracting Office Representative

CPM--Critical Path Measurement

CRC--Criteria Review Conference

CRTC--Combat Readiness Training Center

D&F--Determination and Finding

DCAA-- Defense Contract Audit Agency

DFAS--Defense Finance and Accounting Service
DO--Delivery Order
DoD--Department of Defense
DOL--Department Of Labor
DWG--Design Working Group
EDI--Electronic Data Interchange
FACNET--Federal Acquisition Computer Network
FAR-- Federal Acquisition Regulation
FOIA--Freedom of Information Act
FM--Financial Management
GSA - General Services Administration
IAW--In Accordance With
IFB--Invitation for Bid
IRS--Internal Revenue Service
JA--Judge Advocate
JAG--Judge Advocate General
MAF - Man-hour Availability Factor
MEP--Management Engineering Program
MOA--Memorandum of Agreement
MOD--Modification
MSDS--Material Safety Data Sheet
NGB--National Guard Bureau
OCONUS--Outside the Continental United States
OG--Operations Group
PMA--Preventive Maintenance Agreement
PNM--Price Negotiation Memorandum
PO--Purchase Order
POD--Process Oriented Description
POM--Price Objective Memorandum
PR--Purchase Request
QAE--Quality Assurance Evaluator

QASP--Quality Assurance Surveillance Plan

RAPCON--Radar Approach Control

RFI--Request for Information

RFP--Request for Proposal

RFQ--Request for Quotation

SBF--Statement Billing File

SF--Standard Form

SIC-- Standard Industrial Classification

SOW--Statement of Work

SPS--Standard Procurement System

TDY--Temporary Duty

TOC—Task Order Contractor

UMD--Unit Manpower Document

USP&FO--United States Property and Fiscal Office

VSB--Very Small Business

WD--Wage Determination

Terms

Air National Guard Manpower Standard (ANGMS)--A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances.

Historical Record--Documented past work performance of the work center.

Man-hour--A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard--The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Operational Audit--A work measurement method consisting of one or a combination of the following techniques: good operator timing, historical records, technical estimate, standard time, and directed requirement.

Staffing Pattern--Constant manpower.

Technical Estimate--A determination of the standard hours required for a given task, based on an estimate by individuals who are technically and professionally competent to judge the time required.

Process Oriented Description--A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

**PROCESS ORIENTED DESCRIPTION
COMBAT READINESS TRAINING CENTER (CRTC)**

Table A2.1. Contracting.

1.	DIRECT:
1.1.	CONTRACTING OPERATIONS:
1.1.1.	PROVIDES ASSISTANCE:
1.1.1.1.	PROVIDES CUSTOMER ASSISTANCE. Provides assistance to walk-in customer or telephone inquiry. Provides contracting advice, legal interpretation, and policy information. Researches and provides response.
1.1.1.2.	PROVIDES COMMAND STAFF ASSISTANCE. Provides assistance/input through meeting, board, committee, and/or working group. Reviews prior meeting minutes, researches open tasking, documents finding and attends meeting.
1.1.1.3.	PERFORMS STAFF ASSISTANCE VISIT. Provides out-of-office assistance to local unit, collocated/non-collocated unit, geographically separated unit, state headquarters, etc. Includes travel to and from as well as on-site visit.
1.1.1.4.	SUPPORTS (CONTRACTING-RELATED) SPECIAL EVENT. Identifies support requirement, participates in meeting, performs research, obtains required guidance, coordinates and provides on-site support.
1.1.1.5.	ASSISTS VENDOR:
1.1.1.5.1.	ASSISTS VENDOR IN REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR).
1.1.1.5.2.	ASSISTS VENDOR IN COMPLETING OFFEROR REPRESENTATION AND CERTIFICATION.
1.1.1.5.3.	PROVIDES VENDOR ACCESS AND DEMONSTRATION SUPPORT. Coordinates with functional area to determine interest, schedules meeting and/or demonstration, attends demonstration, documents and files.
1.1.2.	DEVELOPS ADVANCED ACQUISITION PLAN:
1.1.2.1.	DEVELOPS ANNUAL ACQUISITION PLAN. Develops a contracting acquisition plan for activities serviced. Includes meeting with customer to review and anticipate requirement.
1.1.2.2.	REVISES PLAN. Makes revision to plan.
1.1.3.	REVIEWS CONTRACTING ACTION:

1.1.3.1.	REVIEWS PURCHASE ORDER (PO) FOLDER. Reviews PO folder and validates requested action.
1.1.3.2.	REVIEWS MODIFICATION (MOD). Reviews MOD and validates requested action. Reviews MOD for legal and contractual sufficiency.
1.1.3.3.	REVIEWS DIRECTIVE. Reviews contracting directive, policy letter, technical data, operating instruction, and implements policy.
1.1.3.4.	REVIEWS REQUEST FOR QUOTATION (RFQ). Reviews RFQ for items over \$2,500, ensuring proper format is used.
1.1.3.5.	REVIEWS RESULT OF LABOR VIOLATION INVESTIGATION. Reviews result of labor violation investigation and initiates action as required.
1.1.3.6.	REVIEWS SOLICITATION FOLDER. Reviews for legal and contractual sufficiency.
1.1.3.7.	REVIEWS AWARD FOLDER. Reviews for legal and contractual sufficiency.
1.1.3.8.	REVIEWS DELIVERY ORDER (DO) FOLDER. Reviews for legal and contractual sufficiency.
1.1.4.	ADDRESSES CONGRESSIONAL INQUIRY.
1.1.5.	ADDRESSES SPECIAL INTEREST ITEM INQUIRY. Responds to inquiry, records facts, and reports result of investigation.
1.1.6.	PROCESSES FREEDOM OF INFORMATION ACT (FOIA) REQUEST. Processes FOIA request IAW directed policy.
1.1.7.	RESPONDS TO REQUEST FOR INFORMATION (RFI). Researches file and prepares/forwards response. Includes non-FOIA request such as other-agency request for past performance information, union requests for payroll information, etc.
1.1.8.	PROCESSES AGENCY PROTEST:
1.1.9.	REVIEWS PROTEST. Reviews and prepares copy of protest and distributes to applicable agency.
1.1.10.	TAKES APPROPRIATE ACTION. Withholds award/notifies contractor to stop performance and/or delivery.
1.1.11.	PREPARES LETTER OF ACKNOWLEDGMENT. Prepares letter of acknowledgment to protester.
1.1.12.	NOTIFIES INTERESTED PARTY. Prepares a letter notifying interested party of the protest.
1.1.13.	REQUESTS TECHNICAL ASSISTANCE. Prepares letter to using activity requesting technical assistance on the allegations of the protest.
1.1.14.	REVIEWS OUTCOME OF TECHNICAL ASSISTANCE.

1.1.15.	ANSWERS PROTESTER. Upon receipt of final decision, prepares answer to protester, coordinates answer with Staff Judge Advocate (JA), and forwards final decision to the protester.
1.1.16.	REPRODUCES AND FORWARDS COPY OF AGENCY PROTEST TO NATIONAL GUARD BUREAU (NGB)-ACQUISITIONS (AQ).
1.1.17.	RESOLVES ISSUE TO AVOID PROTEST. Obtains notification of issue, investigates, reviews, researches, coordinates, resolves issue at the lowest possible level, responds, documents and files.
1.1.18.	PROCESSES UNAUTHORIZED COMMITMENT/RATIFICATION ACTION:
1.1.19.	INVESTIGATES UNAUTHORIZED COMMITMENT. Investigates and determines if violation has occurred.
1.1.20.	REQUESTS FORMAL STATEMENT OF FACT. Requests, through individual's supervisory chain, a statement of fact for review and supporting circumstance or documentation. Prepares and forwards letter to contractor, providing suspense date for invoice.
1.1.21.	ENSURES FUND AVAILABILITY. Reviews and loads Purchase Request (PR) into automated data system.
1.1.22.	REVIEWS STATEMENT OF FACT. Reviews, resolves question, and makes written determination.
1.1.23.	OBTAINS REQUIRED REVIEW. Forwards individual's statement and Contracting Officer's written determination through the United States Property and Fiscal Office (USP&FO) to JA or National Guard Bureau Acquisitions (NGB-AQ) for determination and resolves comment.
1.1.24.	ISSUES PO. Issues supporting PO to ratify commitment.
1.2.1.	ANALYZES CONTRACTING DATA:
1.2.1.1.	REVIEWS STATUS OF CONTRACT OVER \$100,000. Reviews status to ensure milestones are met, and required documentation is received, annotated, and incorporated into the appropriate contract file.
1.2.1.2.	REVIEWS DEPARTMENT OF DEFENSE (DD) FORM 350, <i>INDIVIDUAL CONTRACTING ACTION REPORT</i> . Reviews DD Form 350 for contract awarded in excess of \$25,000, \$500,000 for Designated Industrial Groups and Targeted Industrial Groups, and \$2,500 for Very Small Business
1.2.1.3.	OBTAINS OR UPGRADES CONTRACTING OFFICER WARRANT. Prepares/reviews application for Contracting Officer warrant.
1.2.1.4.	COORDINATES WITH SMALL BUSINESS. Coordinates inquiry and request for information from small business on contracting issue.

1.2.1.5.	PREPARES NOVATION AGREEMENT (CHANGE OF NAME/OWNERSHIP). Prepares Novation Agreement and updates contract record.
1.2.2.	CONDUCTS SELF-INSPECTION PROGRAM. Prepares self-inspection report and initiates corrective action. Reviews checklist and follows-up to ensure corrective action.
1.3.	MANAGES DOD GOVERNMENT PURCHASE CARD PROGRAM:
1.3.1.	VALIDATES NEW CARDHOLDER AND/OR BILLING OFFICIAL ACCOUNT REQUIREMENT.
1.3.2.	ESTABLISHES/MAINTAINS ELECTRONIC ACCOUNT WITH BANK.
1.3.3.	PERFORMS CARDHOLDER AND APPROVING OFFICIAL ACCOUNT SURVEILLANCE/AUDIT.
1.3.4.	ESTABLISHES PURCHASING AUTHORITY. Prepares individual appointment letter.
1.3.5.	MAINTAINS, REVIEWS AND COORDINATES ACTION BASED ON MANAGEMENT REPORT
1.3.6.	ASSISTS CARDHOLDER/APPROVING OFFICIAL WITH QUESTION/PROBLEM.
1.3.7.	UTILIZES PURCHASE CARD/CONVENIENCE CHECKING ACCOUNT TO SUPPORT CUSTOMER. Establishes account, maintains cardholder documentation, ensures/tracks funding, reconciles statement, coordinates with Financial Management (FM), purchases item, issues item, and documents.
1.3.8.	MANAGES CONVENIENCE CHECKS. Obtains Internal Revenue Service (IRS) Form 1099, <i>Miscellaneous Income</i> , and required information from vendor, prepares report and forwards to Defense Finance and Accounting Service (DFAS).
1.3.9.	ACCOMPLISHES COMPUTER INTERFACE WITH BANK. Electronically connects with bank, accesses database, downloads Statement Billing File (SBF), creates and reviews report, distributes report and backs up data. Imports SBF to First View, creates invoice.
1.3.10.	PROCESSES PROCEDURE VIOLATION. Identifies violation (including possible fraud), investigates, notifies billing official and Commander, takes/coordinates administrative action, prepares memorandum, and files.
1.3.11.	RESOLVES ACCOUNT DISCREPANCY. Identifies discrepancy, delinquency, billing error or dispute, contacts bank/FM/DFAS, determines resolution, documents and files.
1.3.12.	PERFORMS PRICE REASONABLENESS SURVEY. Determines sampling group, coordinates, prepares response, distributes and files.

1.4.	PROCESSES CREDIT CARD HOLDER PAYMENT OVER \$2,500. Inputs data into automated data system.
1.5.	REVIEWS, UPDATES AND CONDUCTS MANDATORY USER TRAINING (GROUP AND INDIVIDUAL).
1.6.	MAINTAINS LOCAL OPERATING INSTRUCTION.
1.7.	PROVIDES INITIAL AND REFRESHER PROCUREMENT INTEGRITY TRAINING.
1.8.	OBTAINS AND SUBMITS APPROPRIATE FORM TO USP&FO JUDGE ADVOCATE GENERAL (JAG) FOR ALL AFFECTED PERSONNEL AUTHORIZED TO OBLIGATE GREATER THAN \$25,000 PER ANNUM.
1.9.	PROCESSES MILITARY INTERDEPARTMENTAL PURCHASE REQUEST.
1.10.	SMALL PURCHASE CONTRACTING:
1.10.1.	PROCESSES SMALL PURCHASE CONTRACTING REQUIREMENT. Includes Supply and Services.
1.10.1.1.	REVIEWS REQUEST FOR PURCHASE/DO. Reviews request, inputs into automated data system, and verifies fund availability.
1.10.1.2.	RESOLVES DISCREPANCY. Obtains information from customer and resolves discrepancy, or returns request without action.
1.10.1.3.	SELECTS VENDOR/SUGGESTED VENDOR:
1.10.1.4.	CHECKS MANDATORY SOURCE AND FEDERAL SUPPLY SCHEDULE FOR ITEM BEFORE GOING TO OPEN MARKET.
1.10.1.5.	REVIEWS SOLE SOURCE/BRAND NAME LETTER AND WRITES DETERMINATION.
1.11.	CHECKS CCR FOR VENDOR STATUS.
1.12.	DETERMINES TYPE OF CONTRACTUAL DOCUMENT.
1.12.1.	PREPARES RFQ IN AUTOMATED DATA SYSTEM.
1.12.2.	POSTS RFQ OVER \$10,000 IN A PUBLIC PLACE.
1.12.3.	MAINTAINS OPEN RFQ SUSPENSE FILE.
1.12.4.	OBTAINS PRICE QUOTE.
1.12.5.	PREPARES AWARD:
1.12.6.	PREPARES ABSTRACT OF OFFER. Documents abstract with quotation and determines best value offer.

1.12.7.	PREPARES PRICING MEMORANDUM. Prepares pricing memorandum of fair and reasonable price over \$2,500.
1.12.8.	DISSOLVES SET-ASIDE IF APPROPRIATE. Includes completing DD Form 2579, <i>Small Business Coordination Record</i> , and routing to USP&FO for over \$10,000.
1.12.9.	REVIEWS DEBARRED BIDDER LIST.
1.12.10.	ANNOTATES PO/DO LOG.
1.13.	VERIFIES ELECTRONIC FUNDS TRANSFER CERTIFICATION.
1.13.1.	ISSUES PURCHASE DOCUMENT. Inputs into automated data system, prints order, reproduces, prepares award for Contracting Officer signature, and distributes.
1.13.2.	PREPARES DD FORM 350 PURCHASE/DO OVER \$25,000 OR VSB OVER \$2,500.
1.13.3.	PERFORMS PURCHASE FOLLOW-UP:
1.13.4.	PERFORMS LOCAL PURCHASE FOLLOW-UP. Reviews local purchase follow-up register or request from user, pulls and reviews PO/DO folder, contacts vendor to establish new delivery date, and ensures proof of delivery. Inputs new estimated delivery date into automated system.
1.13.5.	COORDINATES WITH VENDOR AND/OR FM ON INVOICE PROBLEM.
1.13.6.	SUSPENSES AND FILES DOCUMENTATION. Files/maintains documentation in appropriate folder.
1.14.	ESTABLISHES MAINTENANCE AGREEMENT:
1.14.1.	REVIEWS PR. Reviews requirement for completeness, resolves discrepancy, and loads into automated data system.
1.14.2.	SELECTS VENDOR. Determines prospective vendor, selects vendor and/or prepares bidder list. Forwards request for quotation to vendor and obtains price list from vendor if pre-priced.
1.14.3.	PREPARES NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE. Determines applicability and coordinates with Department of Labor (DOL) for wage rate or downloads wage rate from DOL web site on project over \$2,500.
1.14.4.	PREPARES MAINTENANCE AGREEMENT. Incorporates description of agreement, specifications, and proper clauses and lists person authorized to make call/transaction.
1.14.5.	PERFORMS SITE VISIT. Performs site visit with prospective vendor.

1.14.6.	AWARDS MAINTENANCE AGREEMENT. Awards and distributes maintenance agreement, notifies vendor of award, and loads into automated data system.
1.14.7.	ADMINISTERS MAINTENANCE AGREEMENT. Administers agreement, identifies problem, accomplishes follow-up, and processes receiving report for receipt of services, and monitors fund.
1.15.	PROVIDES CUSTOMER TRAINING. Provides customer with information and training pertaining to maintenance agreement usage.
1.16.	PREPARES CONTRACTING OFFICER REPRESENTATIVE (COR) LETTER TO CUSTOMER.
1.17.	REVIEWS INVOICE. Reviews invoice and approves payment.
1.18.	COORDINATES WITH VENDOR AND/OR FM ON INVOICE PROBLEM.
1.19.	PROCESSES SERVICES SMALL PURCHASE REQUIREMENT:
1.19.1.	PERFORMS SERVICE CONTRACT ACT REQUIREMENT. Applies to service order over \$2,500.
1.19.2.	PREPARES STANDARD FORM (SF) 98A, <i>NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE (ATTACHMENT A)</i> , WAGE DETERMINATION (WD):
1.19.3.	PREPARES AND ISSUES FORM. Prepares form or reviews WD for applicability, obtains current WD from the Internet, and incorporates into solicitation.
1.19.4.	PREPARES AND ISSUES BLANKET SF 98A
1.19.5.	SUSPENSES AND FILES DOCUMENTATION. Files and maintains documentation in appropriate order folder. Suspense's purchase and delivery for receipt of service.
1.19.6.	ESTABLISHES CENTRALIZED/DECENTRALIZED AGREEMENT. Includes Blanket Purchase Agreement (BPA), Preventive Maintenance Agreement (PMA), or Memorandum of Agreement (MOA) for supply or service.
1.19.7.	DETERMINES REQUIREMENT. Reviews procurement history to determine item suitable for agreement.
1.19.8.	PREPARES AND ISSUES SF 98A. Prepares form for recurring/projected project over \$2,500, or reviews WD for applicability and obtains current WD from Internet and incorporates into RFQ.
1.20.	SELECTS VENDOR AND/OR PREPARES BIDDER LIST. Performs market research, determines prospective vendor, selects vendor, and prepares bidder list. Forwards request for quotation to vendor and obtains price list from vendor if pre-priced.
1.21.	PREPARES BPA/PMA/MOA PACKAGE. Prepares in automated data system.
1.22.	PERFORMS SITE VISIT. Performs site visit with prospective vendor.

1.23.	AWARDS AND DISTRIBUTES AGREEMENT. Awards, distributes, and notifies vendor of award.
1.24.	PREPARES AUTHORIZATION LETTER TO USER OR COR.
1.25.	PROVIDES USER TRAINING. Provides customer with information and training pertaining to decentralized agreement usage.
1.26.	REVIEWS MATERIAL INSPECTION/RECEIVING REPORT. Reviews and files.
1.27.	PREPARES SUMMARY REPORT. Credits award through automated data system.
1.28.	PERFORMS ANNUAL REVIEW. Reviews BPA usage, change in market condition, source of supply, and updates price list or other pertinent factor.
1.29.	ADMINISTERS SMALL PURCHASE ACTION. Includes all small purchase actions.
1.30.	PROCESSES SMALL PURCHASE MOD:
1.31.	REVIEWS REQUEST FOR MOD. Reviews MOD to verify requirement. Files documentation in contract file.
1.32.	ENSURES FUND AVAILABILITY. Ensures additional funds are available if the MOD is an increase. Reviews funds and inputs PR into automated data system.
1.33.	DETERMINES MOD TYPE. Determines type and proper authority for the MOD.
1.34.	CONDUCTS AND DOCUMENTS PROPOSAL REVIEW. Reviews proposal, analyzes price/cost estimate, develops objective, and conducts and documents fact-finding.
1.35.	CONDUCTS NEGOTIATION. Determines government position and documents, conducts negotiation, and prepares/documents fair price reasonableness.
1.36.	PREPARES MOD. Prepares amendment of solicitation/modification of contract, prepares narrative and inputs into automated data system.
1.37.	MAINTAINS SUPPLEMENTAL AGREEMENT SUSPENSE. Maintains supplemental agreement in suspense until the contractor's signature is obtained and clears suspense.
1.38.	DISTRIBUTES MOD. Distributes MOD as required following execution.
1.39.	SUPPLY CONTRACTING:
1.40.	PROCESSES SUPPLY CONTRACT:
1.41.	PREPARES CONTRACTING PLAN OVER \$100,000, OPEN MARKET:
1.42.	VERIFIES FUND AVAILABILITY. Verifies fund availability and loads into automated data system.

1.43.	COORDINATES WITH SMALL BUSINESS ADMINISTRATION (SBA). Coordinates with SBA for potential 8A or small disadvantaged business source. Processes appropriate form with USP&FO.
1.43.1.	PERFORMS PR REVIEW. Discusses the requirement with the requesting activity, reviews the description and specification for accuracy and completeness, ensures adequacy for competition, and jointly reviews the contracting plan, including milestones.
1.43.2.	CONDUCTS MARKET RESEARCH. Reviews procurement history to determine like or similar purchase and determines General Services Administration (GSA) or open market.
1.43.3.	PREPARES DETERMINATION AND FINDING (D&F). Prepares documentation on option and warranty.
1.43.4.	PREPARES JUSTIFICATION AND APPROVAL (J&A). Prepares J&A for sole source and foreign market buy; forwards to USP&FO and/or NGB- AQ for review and approval.
1.44.	PREPARES SOLICITATION PACKAGE:
1.44.1.	PREPARES ADVANCE CONTRACTING PLAN. Prepares contracting plan to ensure milestone dates are current and realistic. Coordinates change with requesting activity.
1.44.2.	PREPARES SYNOPSIS, FEDERAL ACQUISITION COMPUTER NETWORK (FACNET), AND/OR ELECTRONIC DATA INTERCHANGE (EDI) REQUEST. Researches contract requirement, prepares synopsis/FACNET request for quote or EDI posting, and submits for advertisement.
1.44.3.	PREPARES BIDDER LIST. Prepares list of prospective contractors interested in the solicitation and checks debarred list.
1.44.4.	PREPARES INVITATION FOR BID (IFB)/SF 1449, <i>REQUEST FOR PROPOSAL (RFP)</i> SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS, PACKAGE. Prepares package IAW applicable Federal Acquisition Regulation (FAR) provision/requirement and NGB-AQ policy.
1.44.5.	OBTAINS REQUIRED REVIEW. Reviews for completeness, submits solicitation package for review, and responds to comment.
1.44.6.	ISSUES SOLICITATION. Reproduces, issues solicitation to interested party, annotates bidder mailing list, and posts in public place.
1.45.	CONDUCTS PRE-BID CONFERENCE/SITE VISIT:
1.45.1.	PREPARES AGENDA. Prepares agenda and facility, and arranges clearance.

1.45.2.	NOTIFIES INTERESTED PARTY. Notifies interested party about scheduled pre-bid conference if not contained in synopsis or solicitation package.
1.45.3.	CONDUCTS PRE-BID CONFERENCE AND/OR SITE VISIT. Conducts conference, completes minutes and forwards completed documentation to interested party.
1.46.	RESPONDS TO ADDITIONAL INQUIRY. Responds to technical question and additional inquiry. Prepares and posts/distributes formal response.
1.46.1.	PREPARES AMENDMENT:
1.46.2.	REVIEWS AND COORDINATES CHANGE REQUEST WITH REQUIRING ORGANIZATION.
1.46.3.	PREPARES/DISTRIBUTES SF 30, <i>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</i> .
1.46.4.	ANNOTATES BIDDER LIST AND POSTS AMENDMENT WITH SOLICITATION IN A PUBLIC PLACE.
1.46.5.	EVALUATES IFB:
1.47.	CONDUCTS BID OPENING. Prepares abstract and conducts bid opening.
1.47.1.	REVIEWS BID. Reviews bid for responsiveness to the IFB.
1.47.2.	COORDINATES TECHNICAL EVALUATION WITH USING ACTIVITY.
1.48.	CONDUCTS PRE-AWARD SURVEY. Conducts pre-award survey, determines contractor's responsibility, and prepares determination of responsibility memorandum.
1.49.	EVALUATES RFP:
1.49.1.	REVIEWS PROPOSAL QUOTES.
1.49.2.	COORDINATES TECHNICAL EVALUATION WITH USING ACTIVITY.
1.49.3.	DETERMINES COMPETITIVE RANGE. Determines competitive range and notifies offeror (is this a word?) outside of range.
1.49.4.	ESTABLISHES GOVERNMENT NEGOTIATION POSITION. Coordinates with requesting organization and other interested party. Performs price evaluation and establishes government negotiation objective.
1.50.	PROCESSES PRICE OBJECTIVE MEMORANDUM (POM):
1.50.1.	PREPARES POM. Prepares POM IAW NGB-AQ contracting instruction, states the government's position and relevant fact concerning proposed negotiation.
1.50.2.	PREPARES FILE. Prepares POM file, attaches exhibit, and forwards file for required approval.

1.50.3.	REVIEWS COMMENT. Reviews POM comment; addresses, resolves, and incorporates comment prior to negotiating.
1.50.4.	DEBRIEFS UNSUCCESSFUL OFFEROR.
1.51.	PREPARES AWARD DOCUMENTATION:
1.51.1.	DETERMINES AWARDEE AND PREPARES AWARD DOCUMENTATION. Determines awardee, completes abstract, prepares appropriate documentation, Award/Contract, Solicitation, Offer and Award, and obtains contractor's signature.
1.51.2.	OBTAINS REQUIRED REVIEW. Submits contract for review and resolves comment.
1.51.3.	AWARDS CONTRACT. Awards, reproduces, and distributes contract.
1.51.4.	PREPARES DD FORM 350.
1.51.5.	PREPARES SYNOPSIS. Prepares synopsis for over \$25,000.
1.51.6.	NOTIFIES UNSUCCESSFUL OFFEROR/BIDDER. Prepares unsuccessful offeror memorandum; prepares, coordinates and conducts debriefing.
1.52.	PREPARES FOR CONTRACT PERFORMANCE:
1.52.1.	REVIEWS CONTRACT. Reviews contract and prepares file for administration.
1.52.2.	PREPARES PRE-PERFORMANCE AGENDA.
1.52.3.	CONDUCTS PRE-PERFORMANCE MEETING.
1.52.4.	CONDUCTS SITE VISIT.
1.52.5.	PROCESSES PAYMENT:
1.52.6.	REVIEWS AND CERTIFIES INVOICE.
1.52.7.	MAINTAINS OBLIGATED FUNDING RECORD.
1.52.8.	TERMINATES CONTRACT. Conducts convenience termination. Reviews comment, notifies contractor of the termination for convenience, schedules event and meeting date. Negotiates settlement, issues a bilateral supplemental agreement and completes file.
1.53.	PROCESSES CONTRACT MOD:
1.53.1.	REVIEWS REQUEST FOR MOD. Reviews MOD to establish why the MOD is required. Places written documentation in the contract file.
1.53.2.	DOCUMENTS REVIEW RESULT. Determines whether to treat as new requirement.
1.53.3.	ENSURES FUND AVAILABILITY. Ensures additional funds are available for MOD that is an increase. Inputs PR into automated data system.

1.53.4.	DETERMINES MOD TYPE. Determines type of MOD to be used and selects the proper authority for the MOD.
1.53.4.	CONDUCTS NEGOTIATION ACTIVITY:
1.53.5.	DEVELOPS PRICING DATA. Develops pricing data for negotiation.
1.53.6.	CONDUCTS NEGOTIATION.
1.53.7.	PREPARES MOD. Prepares SF 30 in automated data system.
1.53.8.	ASSEMBLES DOCUMENTATION AND INSERTS IN CONTRACT FILE.
1.53.9.	MAINTAINS SUPPLEMENTAL AGREEMENT SUSPENSE. Maintains supplemental agreement in suspense until the contractor's signature is obtained.
1.53.10	DISTRIBUTES MOD. Distributes MOD as required following execution.
1.53.11.	PREPARES DD FORM 350 FOR MOD OVER \$25,000 OR VSB OVER \$2,500.
1.53.12.	CLOSES OUT CONTRACT:
1.53.13.	REVIEWS CONTRACT FOLDER AND PREPARES CONTRACT FILE CLOSE-OUT CHECKLIST.
1.53.14.	RETIRES CONTRACT FILE TO STAGING AREA.
1.54.	SERVICE CONTRACTING:
1.54.1.	PROCESSES SERVICE CONTRACT:
1.54.2.	REVIEWS STATEMENT OF WORK (SOW). Reviews SOW and Quality Assurance Surveillance Plan (QASP). Requests requiring organization resolve deficiency comment.
1.54.3.	REVIEWS PR PACKAGE AND VERIFIES FUND.
1.54.4.	PREPARES SOLICITATION PACKAGE:
1.54.5	PREPARES SOLICITATION FILE. Prepares solicitation package in automated data system.
1.54.6.	DETERMINES CONTRACT TYPE.
1.54.7.	DETERMINES CONTRACT SOURCE:
1.54.8.	DETERMINES SBA SOURCE. Contacts SBA and obtains 8A minority or disadvantaged source. Completes DD Form 2579.
1.54.9.	PREPARES SYNOPSIS/FACNET REQUEST. Researches contract requirement, prepares synopsis/FACNET request for quote, and submits for advertisement.
1.54.10.	PREPARES PRE-SOLICITATION NOTICE. Prepares pre-solicitation notification of prospective offeror.

1.54.11.	PREPARES BIDDER OFFEROR LIST. Prepares prospective bidder list.
1.54.12.	PREPARES SF 98, <i>NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE/98A</i> . Incorporates into solicitation. Obtains equivalent rate for Federal hires.
1.54.13.	PREPARES FINAL ADVANCE ACQUISITION PLAN.
1.54.14.	PREPARES D&F. Prepares documentation for inclusion of option.
1.54.15.	PREPARES J&A. Prepares J&A for sole source and forwards to USP&FO and/or NGB-AQ for review and approval.
1.54.16.	PREPARES SOLICITATION. Reviews uniform contract format, incorporates WD and specification, writes schedule, establishes delivery and performance, and researches to determine special and general provision.
1.54.17.	ISSUES SOLICITATION PACKAGE:
1.54.18.	OBTAINS REQUIRED REVIEW. Reviews uniform contract checklist for completeness and accuracy and submits package for required review and responds to comment.
1.54.19.	ISSUES SOLICITATION PACKAGE. Issues to interested party, annotates bidder list, reproduces package, and posts solicitation in a public place.
1.55.	CONDUCTS PRE-BID CONFERENCE/SITE VISIT:
1.55.1.	PREPARES AGENDA. Prepares agenda, facility, and arranges clearance.
1.55.2.	NOTIFIES INTERESTED PARTY/OR ESTABLISHES ATTENDEE LIST. Notifies interested party, or establishes attendee list regarding scheduled pre-bid conference/site visit. Provides information/clearances to attend meeting.
1.55.3.	CONDUCTS PRE-BID CONFERENCE AND SITE VISIT. Conducts conference and forwards completed documentation to interested party.
1.55.4.	RESPONDS TO ADDITIONAL INQUIRY. Responds to technical question/additional inquiry.
1.55.5.	PREPARES AMENDMENT:
1.55.6.	REVIEWS AND COORDINATES CHANGE REQUEST.
1.55.7.	PREPARES, DISTRIBUTES AND POSTS AMENDMENT. Prepares SF 30 in automated data system.
1.55.8.	ANNOTATES BIDDER LIST. Posts amendment with solicitation in a public place.
1.56.	PROCESSES IFB:
1.56.1.	CONDUCTS BID OPENING. Holds bid opening and prepares abstract.

1.56.2.	REVIEWS AND EVALUATES BID. Reviews and evaluates bid and bid bond, acknowledgment of amendment and minor irregularity. Prepares determination concerning rejection of individual nonconforming bid and evaluates bid to determine lowest responsive bidder.
1.56.3.	NOTIFIES APPARENT LOW BIDDER. Notifies apparent low bidder and obtains references.
1.56.4.	VERIFIES BID. Obtains necessary bid confirmation and notifies using activity concerning low bid.
1.56.5.	CONFIRMS MISTAKE IN BID DOCUMENT. Validates contractor work sheet to confirm mistake in bid document and forwards to NGB-AQ for determination.
1.56.6	NOTIFIES UNSUCCESSFUL BIDDER. Prepares letter regarding unsuccessful or late bid and notifies unsuccessful bidder.
1.56.7.	PROVIDES BID RESULT. Provides bid result of contract to affiliated individual or firm upon request.
1.56.8.	OBTAINS ADDITIONAL FUND. Loads in automated data system.
1.56.9.	CONDUCTS PRE-AWARD SURVEY. Conducts pre-award survey and determines contractor's responsibility. Prepares determination of responsibility memorandum.
1.57.	PREPARES CONTRACT PACKAGE. Reviews abstract, bid attendance record and required document, and prepares contract package.
1.57.1.	REVIEWS CONTRACT. Reviews contract for completeness.
1.57.2	OBTAINS REQUIRED REVIEW. Submits package for review and resolves comment.
1.57.3.	AWARDS CONTRACT. Awards and distributes contract.
1.57.3.1.	PREPARES AWARD SYNOPSIS.
1.57.3.2.	PREPARES FORM.
1.57.4.	PROCESSES RFP:
1.57.4.1.	REVIEWS PROPOSAL. Opens and reviews proposal for responsiveness to RFP.
1.57.4.2.	DETERMINES FIRMS WITHIN COMPETITIVE RANGE.
1.57.4.3.	ESTABLISHES GOVERNMENT NEGOTIATION OBJECTIVE. Coordinates with project manager and other interested party to determine the government objective.
1.58.	PROCESSES POM:
1.58.1.	PREPARES POM. Prepares POM IAW NGB-AQ contracting instruction, states the government's position and relevant fact concerning proposed negotiation.

1.58.2.	PREPARES FILE. Prepares POM file, attaches exhibit, and forwards file for required approval.
1.58.3.	REVIEWS COMMENT
1.58.4.	CONDUCTS NEGOTIATION. Conducts negotiation with contractor to obtain the most economic and timely contract. Includes proposal evaluation and request for best and final offer (BFO).
1.59.	PREPARES PRICE NEGOTIATION MEMORANDUM (PNM) DOCUMENT OR ANALYSIS OF PROPOSAL SUMMARY. Prepares PNM and attaches revised exhibit, PNM, certificate of funds, certification of current cost, pricing data, and other related documentation.
1.60.	CONDUCTS PRE-AWARD SURVEY. Obtains required information, conducts pre-award survey, and determines contractor responsibility. Prepares determination of responsibility memorandum.
1.61.	PREPARES AWARD CONTRACT PACKAGE. Prepares award contract and other appropriate document in final format.
1.61.1.	REVIEWS CONTRACT. Reviews contract for completeness.
1.61.2.	OBTAINS REQUIRED REVIEW. Submits package for review and resolves comment.
1.61.3.	AWARDS CONTRACT. Awards, reproduces, and distributes contract.
1.61.4.1.	PREPARES AWARD SYNOPSIS.
1.61.5.	PREPARES FORM.
1.62.	PERFORMS SERVICE CONTRACT ADMINISTRATION:
1.62.1.	REVIEWS SERVICE CONTRACT. Reviews service contract for completeness, accuracy, contract specification, history of negotiation, and researches contract clauses.
1.62.2.	SCHEDULES/CONDUCTS COR/QUALITY ASSURANCE EVALUATOR (QAE) TRAINING
1.62.3.	VERIFIES INSURANCE REQUIREMENT. Verifies requirement for insurance and availability of current certificate and drafts correspondence requesting submission, if required, prior to commencement of work.
1.62.4.	PREPARES FOR PRE-PERFORMANCE CONFERENCE. Prepares pre-performance document by assembling forms and documents to be issued to the contractor, and schedules pre-performance conference and participants.

1.62.5.	CONDUCTS PRE-PERFORMANCE CONFERENCE. Discusses contractor responsibility, right of the government, contract specification, fire protection, security, environmental, and safety requirement. Issues pre-performance documents
1.63.	MONITORS COR PROGRAM:
1.63.1.	DEVELOPS PERFORMANCE CHECKLIST. Develops contract performance checklist with assistance of COR/QAE.
1.63.2.	REVIEWS COR/QAE PERFORMANCE. Reviews COR/QAE performance with functional area chief and documents discussion and action taken.
1.63.3.	MONITORS CONTRACTOR PERFORMANCE:
1.63.4.	CONDUCTS CONTRACTOR PERFORMANCE EVALUATION MEETING. Reviews COR performance report, takes action if required, and files.
1.63.5.	PERFORMS SITE VISIT. Performs site visit to ensure contractor compliance with contract provision.
1.63.6.	MONITORS CONTRACTOR PAYMENT:
1.63.7.	REVIEWS AND CERTIFIES INVOICE.
1.63.8.	MAINTAINS OBLIGATED FUNDING RECORD.
1.63.9.	PROCESSES CONTRACT MOD:
1.63.9.1.	REVIEWS REQUEST FOR MOD. Reviews MOD to establish requirement and files documentation in contract file.
1.63.9.2.	ENSURES FUND AVAILABILITY. Ensures additional funds are available for modification that is an increase.
1.63.9.3.	DETERMINES MOD TYPE. Determines type and proper authority for the MOD.
1.63.9.4.	EVALUATES ESTIMATE. Evaluates contractor's proposal.
1.63.9.5.	CONDUCTS NEGOTIATION ACTIVITY:
1.63.9.6.	DEVELOPS PRICING DATA. Develops pricing data for negotiation.
1.63.9.7.	CONDUCTS NEGOTIATION.
1.64.	PREPARES PNM.
1.64.1.	PREPARES MOD. Prepares form in automated data system.
1.64.2.	ASSEMBLES DOCUMENTATION AND INSERTS IN CONTRACT FILE.
1.64.3.	OBTAINS REQUIRED REVIEW, OVER \$100,000, AND RESPONDS TO COMMENT.

1.64.4.	MAINTAINS SUPPLEMENTAL AGREEMENT SUSPENSE. Maintains supplemental agreement in suspense until the contractor's signature is obtained.
1.64.5.	DISTRIBUTES MOD. Distributes MOD as required following execution.
1.64.5.1.	PREPARES FORM.
1.64.5.2.	PROCESSES LABOR INVESTIGATION:
1.64.5.3.	ASSISTS DOL DURING INVESTIGATION. Assists DOL in researching information required for use during the investigation.
1.64.5.4.	OBTAINS REQUIRED REVIEW. Coordinates the DOL investigation and resolves comment.
1.64.5.5.	PREPARES AND MAINTAINS INVESTIGATION FILE. Prepares and documents labor investigation finding, places documentation in file, and maintains file.
1.64.5.6.	EXERCISES OPTION:
1.64.5.7.	RESEARCHES MARKET. Researches market to determine feasibility of exercising option or recompeting contract. Prepares D&F and 60-day advance contractor's notice.
1.64.5.8.	ACQUIRES WD. Requests WD from DOL or obtains from web site and reviews for use in exercising option or recompeting contract.
64.5.9.	PREPARES FORM. Prepares and forwards to contractor.
64.5.10.	PREPARES FORM. Prepares Form for contract over \$25,000 or as required.
1.65.	TERMINATES CONTRACT:
1.65.1.	PROCESSES TERMINATION ACTION. Assembles documentation and justification for termination action. Determines type of termination and forwards package for required review/comment.
1.65.2.	CONDUCTS CONVENIENCE TERMINATION. Reviews comment, notifies contractor of the termination for convenience, schedules event and meeting date. Negotiates settlement, issues a bilateral supplemental agreement and completes file.
1.65.3.	PROCESSES DEFAULT TERMINATION. Reviews and resolves comment, assembles termination package and retains copy for contract file. Forwards termination package to NGB-AQ.
1.65.4.	CLOSES CONTRACT:
1.65.5.	OBTAINS WRITTEN RELEASE. Obtains written release of claim from contractor.
1.65.6.	PREPARES DD FORM 1594, <i>CONTRACT COMPLETION STATEMENT</i> . Reviews close-out checklist to ensure all actions have been taken to release the government and the contractor from primary responsibility, closes contract, and prepares DD Form 1594.

1.65.7.	STAGES COMPLETED CONTRACT.
1.66.	CONSTRUCTION CONTRACTING:
1.66.1.	PREPARES IFB CONSTRUCTION CONTRACT:
1.66.2.	PERFORMS SPECIFICATION REVIEW. Reviews specification, drawing, and other pertinent document, prepares review comment, and forwards to Civil Engineering (CE) when correction is necessary.
1.66.3.	PROCESSES PROJECT DOCUMENT. Verifies that change to specification and drawing has been completed by CE, ensures COR has been designated, and logs into automated data system.
1.66.4.	PREPARES PRE-SOLICITATION DOCUMENT:
1.66.5.	PREPARES D&F FOR APPLICATION OF WARRANTY CLAUSE.
1.67.	PERFORMS SMALL BUSINESS COORDINATION.
1.67.1.	ISSUES PRE-SOLICITATION NOTICE. Prepares SF 1417, <i>Pre-Solicitation Notice</i> , and mails to prospective vendor within the applicable Standard Industrial Classification (SIC) code.
1.67.2.	INITIATES ADVANCE ACQUISITION PLAN. Initiates Advance Acquisition Plan, coordinates with CE, reviews and establishes milestones, and completes plan. Inputs into automated data system.
1.67.3.	PREPARES SYNOPSIS. Researches contract requirement, prepares synopsis, and submits for advertisement for contract over \$25,000 or as required.
1.67.4.	PREPARES IFB PACKAGE. Prepares and attaches pertinent form, project specification, invitation to bidders and additional general provision/requirement needed to explain contract.
1.67.5.	PREPARES BIDDER LIST. Prepares list of prospective contractors interested in the contract and reviews the debarred/ineligible contractor list.
1.67.6.	OBTAINS REQUIRED REVIEW. Submits solicitation package for required review and resolves comment.
1.67.7.	REPRODUCES AND DISTRIBUTES SOLICITATION PACKAGE. Posts in a public place.
1.68.	CONDUCTS PRE-BID CONFERENCE:
1.68.1.	COORDINATES PRE-BID CONFERENCE. Prepares agenda and coordinates with applicable functional area.

1.68.2.	CONDUCTS PRE-BID CONFERENCE. Conducts conference, answers question, prepares and distributes minutes, and conducts site visit.
1.68.3.	ANSWERS INQUIRY. Answers and coordinates inquiry and technical question. Responds to request from additional prospective bidder for solicitation package.
1.69.	PROCESSES BID:
1.69.1.	CONDUCTS BID OPENING. Conducts bid opening and prepares abstract. Reviews bid and bid bond for accuracy, acknowledgment of amendment, and irregularity.
1.69.2.	EVALUATES BID. Prepares determination concerning rejection of individual non-conforming bid and evaluates bid to determine lowest bidder.
1.69.3.	VERIFIES BID. Obtains necessary bid confirmation and notifies using activity concerning low bid.
1.69.4.	PREPARES BID OPENING REPORT.
1.69.5.	OBTAINS ADDITIONAL FUND. Obtains additional funds if required. Processes PR modification in automated data system.
1.69.6.	NOTIFIES CONTRACTOR:
1.69.7.	NOTIFIES APPARENT LOW BIDDER. Notifies apparent low bidder and obtains references for determination of responsibility and verification of bid.
1.69.8.	NOTIFIES UNSUCCESSFUL BIDDER. Prepares and forwards letter of unsuccessful or late bid to bidder.
1.69.9.	CONDUCTS PRE-AWARD SURVEY. Conducts pre-award survey and determines contractor's responsibility. Prepares determination of responsibility memorandum.
1.69.10.	PREPARES AWARD PACKAGE. Prepares forms, Solicitation Offer and Award (Construction, Alteration, or Repair), or other required document, arranges in final format, and prepares award package in automated data system.
1.69.11.	COORDINATES CONTRACT. Submits contract over \$100,000 for required review and resolves comment.
1.69.12.	AWARDS CONTRACT. Awards, reproduces, and distributes contract.
1.69.13.	NOTIFIES DEPARTMENT OF LABOR. Notifies DOL of an award of a construction contract subject to affirmative action requirement (greater than \$10,000).
1.69.14.	PREPARES AWARD SYNOPSIS. Prepares and submits synopsis of award to Commerce Business Daily (CBD) for contract over \$25,000.
1.69.15.	PREPARES FORM. Prepares DD Form 350 for contract over \$25,000 or as required.
1.70.	CONDUCTS PRE-PERFORMANCE ACTIVITY:

1.70.1.	PREPARES PRE-PERFORMANCE DOCUMENT. Prepares pre-performance document by assembling forms and documents to be issued to the contractor and schedules pre-performance conference and participants.
1.70.2.	PREPARES APPOINTMENT LETTER FOR COR.
1.71.	CONDUCTS PRE-PERFORMANCE CONFERENCE. Conducts pre-performance conference to discuss contractor responsibility, right of the government, contract specification and prepares memorandum.
1.71.1.	ISSUES NOTICE TO PROCEED.
1.71.2.	REVIEWS PERFORMANCE AND PAYMENT BOND. Reviews performance and payment bond IAW bond checklist, prepares bond review package, and forwards to JA with the package.
1.71.3.	REVIEWS STATUS REPORT. Reviews status report from bonding company. Computes percentage of completion and determines if work is being performed satisfactorily.
1.71.4.	REVIEWS INSURANCE CERTIFICATE. Validates certification of coverage letter and resolves discrepancy.
1.72.	PARTICIPATES IN FORMAL PARTNERING WORKSHOP.
1.73.	MONITORS CONTRACTOR PROGRESS:
1.74.	REVIEWS PROPOSED PROGRESS SCHEDULE AND/OR CRITICAL PATH MEASUREMENT (CPM). Reviews contractor's proposed progress schedule (AF IMT 3064, <i>Contract Progress Schedule</i>) or CPM, obtains approval/disapproval recommendation from CE and forwards approved progress.
1.74.1.	MONITORS CONTRACTOR PROGRESS. Monitors contractor progress to ensure contract progress and completion are as scheduled; reviews AF IMT 3065, <i>Contract Progress Report</i> , received from contractor and civil engineer/inspector, compares and posts to the contract.
1.74.2.	RESOLVES DISCREPANCY. Resolves discrepancy in contractor and CE progress report and files progress report in contract file.
1.74.3.	REVIEWS REVISED PROGRESS SCHEDULE. Obtains and reviews contractor's revised contract progress schedule when a contract modification causes a change, or when the performance period is extended for four or more weeks. Provides a copy of the approved revision.
1.74.4.	MONITORS CONTRACTOR PERFORMANCE:
1.74.5.	PREPARES FOR AND CONDUCTS PROGRESS MEETING. Prepares meeting agenda, coordinates agenda item with interested functional area, conducts progress meeting, and prepares minutes for official contract file.

1.74.6.	REVIEWS CONTRACTOR STATEMENT. Reviews SF 1413, <i>Statement of Acknowledgment</i> , of subcontractor.
1.75.	REVIEWS APPRENTICESHIP CERTIFICATE. Reviews apprenticeship certificate and determines rate of pay for future payroll review.
1.76.	REVIEWS MATERIAL SUBMITTAL. Logs submittal and suspense's to CE. Upon return of submittal from CE, gives final approval and forwards to contractor and resolves discrepancy. Reviews Material Safety Data Sheet .
1.77.	REVIEWS PAYROLL. Reviews contractor and subcontractor payroll, checks against authorized wage scale in the contract, and resolves discrepancy.
1.78.	PERFORMS SITE VISIT. Visits construction site and documents contract performance.
1.79.	PROCESSES PAYMENT TO CONTRACTOR:
1.79.1.	PROCESSES PAYMENT INVOICE. Validates contractor invoice to determine amount of payment, verifies contract completion percentage and amount to be retained by the government and forwards for payment.
1.79.2.	MAINTAINS OBLIGATED FUNDING RECORD.
1.79.3.	REVIEWS AND FILES PUBLIC PAY VOUCHER IN CONTRACT FILE.
1.80.	PROCESSES CONTRACT MOD:
1.80.1.	REVIEWS/DOCUMENTS REQUEST FOR MOD. Reviews request for MOD from contractor or CE. Determines whether to treat as new requirement.
1.80.2.	MONITORS FUND. Monitors fund to ensure additional funds are available if the MOD is an increase.
1.80.3.	EVALUATES ESTIMATE/PROPOSAL. Evaluates contractor's estimate.
1.80.4.	PREPARES FOR NEGOTIATION. Develops sufficient pricing data for negotiation. Establishes pre-negotiation objective.
1.81.	CONDUCTS NEGOTIATION.
1.81.1.	PREPARES PRICE NEGOTIATION MEMORANDUM.
1.81.2.	DRAFTS SUPPLEMENTAL AGREEMENT. Drafts supplemental agreement, prepares SF 30 in automated data system, prepares file, and obtains required review.
1.82.	DISTRIBUTES MOD. Ensures correct distribution of the MOD within ten days after execution.
1.82.1.	PREPARES FORM.

1.82.2.	CONDUCTS LABOR INTERVIEW. Visits construction site and conducts required labor compliance interview with contractor employee. Evaluates labor compliance and files evaluation in contract file. Includes USP&FO awarded contracts.
1.82.3.	CLOSES CONTRACT:
1.83.	FORWARDS DRAWING. Ensures contractor furnishes “as built” drawing and forwards to CE.
1.84.	CONDUCTS PRE-FINAL INSPECTION. Visits construction site with project engineer and contractor for pre-final inspection. Forwards punch list item to contractor for correction.
1.85.	CONDUCTS FINAL INSPECTION. Visits construction site with project engineer and contractor for final inspection to ensure contract completion.
1.86.	OBTAINS WRITTEN RELEASE. Obtains written release of claim from contractor.
1.87.	PROCESSES FINAL PAYMENT INVOICE. Validates contractor invoice to determine amount of payment, verifies contract completion, and forwards for payment.
1.88.	PROCESSES FINAL PUBLIC PAY VOUCHER. Reviews copy of final paid voucher and files in contract file.
1.89.	COMPLETES PERFORMANCE EVALUATION REPORT. Researches contract file and completes Construction Contractor Performance Evaluation Report. Prepares DD Form 1594.
1.90.	FILES INACTIVE CONTRACT. Places filing designation, dollar amount, and completion date on contract folder. Completes AF IMT 3035 and files in inactive file.
1.91.	ASSESSES CONTRACT WARRANTY ENFORCEMENT. Resolves discrepancy resulting from construction item under warranty.
1.92.	ARCHITECT AND ENGINEER (A&E) CONTRACTING:
1.93.	REVIEWS SOW/PROJECT BOOK:
94.	PREPARES CONTRACTING REVIEW COMMENTS. Prepares review comments and forwards to CE for incorporation. Inputs PR into automated data system.
1.95.	ATTENDS BASE REVIEW CONFERENCE (BRC). Meets with Design Working Group (DWG) to discuss and review project specification.
1.96.	MEETS WITH PROJECT ENGINEER. Meets with project engineer to discuss project objective and specialized service required for design of project.
1.97.	REVIEWS DESIGN PACKAGE. Reviews and develops Advanced Contracting Plan and obtains concurrence from CE on scheduled item.
1.97.1.1.	REVIEWS PROPOSED SYNOPSIS FROM CE:

1.97.1.2.	REVIEWS PROPOSED SYNOPSIS. Reviews proposed synopsis from CE and discusses correction or addition with project engineer.
1.97.1.3.	PREPARES/REVIEWS SYNOPSIS. Prepares synopsis and forwards to CBD for publication. Reviews CBD for accuracy of applicable project and makes a copy for file. Issues correction to published CBD synopsis when error is discovered; makes and files copy of co
1.98.	PROCESSES SF 254, <i>ARCHITECT-ENGINEER AND RELATED SERVICES QUESTIONNAIRE</i> , AND SF 255, <i>ARCHITECT-ENGINEER AND RELATED SERVICES QUESTIONNAIRE FOR SPECIFIC CONTRACT</i> :
1.98.1.	REVIEWS A&E SF 254 AND SF 255. Reviews SF 254/SF 255 for completeness and clarity and forwards to CE.
1.98.2.	REVIEWS PROSPECTIVE A&E FIRMS LIST. Reviews prospective list of A&E firms and ensures none are on the List of Parties Excluded from Federal Procurement or Non-procurement Program.
1.98.3	PARTICIPATES IN PRE-SELECTION BOARD:
1.98.4.	ATTENDS MEETING. Attends pre-selection board meeting as observer to witness voting procedure and final ranking of firms.
1.98.5.	REVIEWS MINUTES AND VOTING SHEET. Reviews minutes, individual voting sheets and ballot tabulation sheet; verifies calculation on voting sheet and ensures no error was made.
1.98.6.	PARTICIPATES IN FINAL SELECTION BOARD:
1.98.7.	ATTENDS MEETING. Attends final selection board meeting and answers question on procurement procedure, monitors selection board procedure and questions during presentation, and monitors voting procedure during voting session.
1.98.8.	REVIEWS MINUTES AND VOTING SHEET. Reviews final selection board minutes, individual voting sheet, final ranking of firms, and ballot tabulation sheet for accuracy.
1.98.9.	MEETS WITH DWG. Meets with the DWG to discuss project objective and review SOW/project book to ensure accuracy.
1.98.10	PREPARES REQUEST FOR PROPOSAL. Prepares and forwards RFP to selected A&E firm.
1.99.	HOSTS CRITERIA REVIEW CONFERENCE (CRC):
1.99.1.	COORDINATES CONFERENCE. Establishes/coordinates meeting date/time.

1.99.2.	ATTENDS CONFERENCE. Attends CRC and site visit.
1.99.3	REVIEWS CRC MINUTES. Reviews CRC minutes from CE for accuracy and places in file.
1.100.	CONDUCTS GOVERNMENT TEAM PRE-NEGOTIATION MEETING. Reviews government estimate and A&E proposal, establishes government negotiation position, and requests/reviews Defense Contract Audit Agency (DCAA) audit.
1.101.	PROCESSES POM. Prepares POM, forwards for required approval and reviews comment.
1.102.	CONDUCTS NEGOTIATION. Conducts negotiation meeting, reviews revised A&E proposal and government estimate.
1.103.	PREPARES PNM. Prepares PNM; attaches revised exhibit, PNM, certificate of funds, certification of current cost, pricing data, and related documentation.
1.104.	PREPARES CONTRACT REVIEW FILE. Conducts pre-award survey and determines contractor's responsibility and writes determination of responsibility. Prepares award document in automated data system. Prepares unsuccessful A&E letter, CBD synopsis and assemble.
1.105.	PROCESSES INDEFINITE A&E DO:
1.106.	REVIEWS SOW:
1.107.	PREPARES CONTRACTING REVIEW COMMENT. Prepares review comment and forwards to CE for incorporation.
1.108.	ATTENDS BRC. Meets with the DWG to discuss and review project specifications.
1.109.	MEETS WITH PROJECT ENGINEER. Meets with project engineer to discuss project objective and specialized service required for design of project.
1.110.	HOSTS CRC:
1.110.1.	COORDINATES CONFERENCE. Establishes/coordinates meeting date/time.
1.110.2.	ATTENDS CONFERENCE. Attends CRC and site visit.
1.110.3.	REVIEWS CRC MINUTES. Reviews CRC minutes from CE for accuracy and places in file.
1.111.	REVIEWS DESIGN PACKAGE. Reviews and develops Advanced Contracting Plan. Obtains concurrence from CE on scheduled item.
1.112.	FORWARDS PROJECT BOOK TO CONTRACTOR. Prepares and forwards project book to the indefinite A&E firm.
1.113.	CONDUCTS GOVERNMENT TEAM PRE-NEGOTIATION MEETING:

1.114.	REVIEWS GOVERNMENT ESTIMATES. Reviews government estimate for completeness/compliance with funding limitation, and resolves problem.
1.115.	REVIEWS A&E PROPOSAL. Reviews A&E proposal, forwards copy to project engineer for review and comment, and compares against government estimate.
1.116.	ESTABLISHES GOVERNMENT NEGOTIATION POSITION. Coordinates with project engineer, discusses engineering evaluation comment, and establishes government negotiation position.
1.117.	PROCESSES POM:
1.117.1.	PREPARES POM. Prepares POM stating the government's position and relevant fact concerning proposed negotiation.
1.117.2.	PREPARES FILE. Prepares POM file, attaches exhibit, and forwards file for required review/approval.
1.117.3.	REVIEWS COMMENT. Reviews POM comment; addresses, resolves, and incorporates review comment prior to negotiating with the A&E firm.
1.117.4.	CONDUCTS NEGOTIATION. Conducts meeting and reviews revised A&E proposal and government estimate.
1.117.5.	PREPARES PNM. Prepares PNM defining how deviation from original government position was determined, facets of the original and revised A&E fee proposal, the government's original and revised estimate, and price reasonableness.
1.117.6.	PREPARES AWARD AND DO. Prepares DO in automated data system, submits for review and obtains approval/signature.
1.117.7.	DISTRIBUTES DO. Distributes DO and other related documentation.
1.117.8.	ADMINISTERS CONTRACT. Prepares Notice to proceed, processes A&E design submittal, reviews design review comment, conducts joint design review meeting, and processes A&E invoice for payment.
1.117.9.	PROCESSES ADDENDUM TO SOW/PROJECT BOOK. Reviews technical addendum, obtains government estimate, conducts negotiation, and prepares PNM, MOD and DD Form 350.
1.117.10.	PROCESSES PAYMENT INVOICE. Obtains, reviews, and prepares A&E invoice for payment, and forwards to Accounting and Finance Office (AFO).
1.117.11.	REVIEWS A&E RELEASE OF CLAIM FOR DESIGN SERVICE. Reviews and files in contract file.
1.117.12.	PROCESSES FINAL PAYMENT. Processes individual DO and forwards for final payment.

1.118.	TASK ORDER CONTRACTING (TOC) DELIVERY ORDER (DO):
1.118.1.	PROCESSES TOC DO:
1.118.2.	PROCESSES PR. Reviews specification and drawing for feasibility and completeness and ensures a COR designation is included. Logs purchase control number and completes project status sheet. Resolves discrepancy concerning the PR content. Loads PR into
1.118.3.	DETERMINES LIQUIDATION DAMAGE FORM. Determines liquidated damage form for assessment of liquidated damage when performance period is not met.
1.118.4.	ISSUES LETTER PROPOSAL.
1.118.5.	CONDUCTS PRE-PROPOSAL CONFERENCE:
1.118.6.	COORDINATES PRE-PROPOSAL CONFERENCE. Prepares agenda and coordinates with applicable government agency.
1.118.7.	CONDUCTS PRE-PROPOSAL CONFERENCE. Conducts conference, answers question, prepares and distributes minutes, and conducts site visit.
1.118.8.	ANSWERS INQUIRY. Answers and coordinates inquiry and technical question.
1.118.9.	PROCESSES RFP:
1.118.10.	REVIEWS TOC PROPOSAL AND GOVERNMENT ESTIMATE. Reviews TOC proposal and government estimate, forwards copy to project engineer for review and comment, and compares against government estimate.
1.119.	CONDUCTS GOVERNMENT TEAM PRE-NEGOTIATION. Holds pre-negotiation meeting with base project engineer to determine strategy, conduct cost and price analysis, and address items the government may have overlooked.
1.119.1.	PREPARES POM.
1.119.2.	CONDUCTS NEGOTIATION:
1.119.3.	CONDUCTS NEGOTIATION MEETING. Conducts negotiation meeting with the TOC and base project engineer to address area of government concern.
1.119.4.	PREPARES PNM. Prepares PNM defining how deviation from original government position was determined, facets of the original TOC proposal, the government's estimate, and price reasonableness.
1.119.5.	PREPARES DO AWARD. Prepares DO award, DD Form 1155, <i>Order for Supplies or Services</i> , in automated data system.
1.119.6.	COORDINATES DO:
1.119.7.	OBTAINS REQUIRED REVIEW. Submits contract over \$100,000 for review.

1.119.8.	RESOLVES COMMENT.
1.119.9.	AWARDS DO. Awards, reproduces, and distributes.
1.119.10.	NOTIFIES DOL. IAW FAR, notifies DOL of an award of a construction contract subject to affirmative action requirement.
1.119.11.	NOTIFIES UNSUCCESSFUL OFFEROR.
1.120.	PERFORMS TOC DO CONTRACT ADMINISTRATION:
1.120.1.	PERFORMS PRE-PERFORMANCE ACTIVITY:
1.120.2.	PREPARES FOR PRE-PERFORMANCE CONFERENCE. Prepares pre-performance document by assembling forms and documents to be issued to the contractor, and schedules pre-performance conference and participants.
1.120.3.	CONDUCTS PRE-PERFORMANCE CONFERENCE. Discusses contractor responsibility, right of the government, contract specification, fire protection, security, and safety requirements. Issues pre-performance document and ensures AF IMT 3035 and letters are available for modification that is an increase.
1.120.4.	ISSUES NOTICE TO PROCEED.
1.120.5.	REVIEWS PERFORMANCE AND PAYMENT BOND. Reviews performance and payment bond, prepares bond review package, and forwards to bond team.
1.120.6.	REVIEWS STATUS REPORT. Reviews status report from bonding company. Computes percentage of completion and determines if work is being performed satisfactorily.
1.121.	MONITORS CONTRACTOR PROGRESS:
1.121.1.	REVIEWS PROPOSED PROGRESS SCHEDULE AND/OR CRITICAL PATH MEASUREMENT (CPM). Reviews contractor's proposed progress schedule, obtains approval/disapproval recommendation from CE and forwards approved progress schedule to the contractor and Civil Engineer.
1.121.2.	REVIEWS CONTRACTOR PROGRESS. Monitors contractor progress to ensure contract progress and completion are as scheduled; reviews progress report received from contractor and Civil Engineer/inspector, compares and posts to the contract progress schedule.
1.121.3.	RESOLVES DISCREPANCY. Resolves discrepancy in Contractor and Civil Engineer Progress Report, and files progress report in contract file.
1.121.4.	REVIEWS REVISED PROGRESS SCHEDULE. Obtains and reviews contractor's revised contract progress schedule whenever a contract modification causes a change, or when the performance period is extended for four or more weeks.

1.121.5.	ISSUES STOP WORK ORDER. Issues stop work order when contract violation arises. Negotiates new start date and prepares time extension memorandum and SF 30.
1.121.6.	MONITORS CONTRACTOR PERFORMANCE:
1.121.7.	PREPARES FOR AND CONDUCTS PROGRESS MEETING. Prepares meeting agenda, coordinates agenda item with interested functional area, conducts progress meeting, and prepares minutes for official contract file.
1.121.8.	REVIEWS CONTRACTOR STATEMENT. Reviews SF 1413 on contractor and subcontractor. Resolves discrepancy.
1.121.9.	REVIEWS APPRENTICESHIP CERTIFICATE. Reviews and determines rate of pay for future payroll review.
1.121.10.	REVIEWS MATERIAL SUBMITTAL. Logs submittal and suspenses to CE. Upon return from CE, gives final approval, forwards to contractor and resolves discrepancy. Reviews MSDS for hazardous material.
1.122.	REVIEWS PAYROLL. Reviews contractor and subcontractor payroll and checks against authorized wage scale in the DO and resolves discrepancy.
1.123.	PERFORMS SITE VISIT. Visits construction site and documents item concerning contract performance or pertinent to contractor's evaluation/accomplishment.
1.124.	PROCESSES PAYMENT TO CONTRACTOR:
1.124.1.	PROCESSES PAYMENT INVOICE. Reviews contractor invoice to determine amount of requested payment or verifies contract completion percentage and amount to be retained by the government (if applicable) and forwards for payment.
1.124.2.	MAINTAINS OBLIGATED FUNDING RECORD.
1.124.3.	REVIEWS AND FILES PUBLIC PAY VOUCHER. Reviews and files copy of paid voucher and files in contract file.
1.125.	PROCESSES CONTRACT MOD:
1.125.1.	REVIEWS REQUEST FOR MOD. Reviews MOD requirement and places written documentation in contract file.
1.125.2.	MONITORS FUND AND INDEPENDENT GOVERNMENT ESTIMATE. Monitors to ensure funds are available for MOD that is an increase. Loads PR into automated data system.
1.125.3.	PROCESSES CHANGE ORDER MOD. Processes change order MOD when there's not enough time for prior negotiation. Prepares SF 30 in automated data system.
1.125.4.	EVALUATES ESTIMATE. Evaluates contractor's proposal.
1.125.5.	PREPARES FOR NEGOTIATION:

1.125.6.	DEVELOPS PRICING DATA FOR NEGOTIATION AND ESTABLISHES OBJECTIVE.
1.125.7.	CONDUCTS NEGOTIATION.
1.126.	PREPARES PNM.
1.126.1.	DRAFTS SUPPLEMENTAL AGREEMENT. Drafts supplemental agreement, prepares file, and obtains required review.
1.126.2.	DISTRIBUTES MOD. Distributes MOD as required following execution.
1.127.3.	CONDUCTS LABOR INTERVIEW. Visits construction site and conducts required labor compliance interview with contractor employee. Evaluates labor compliance. Reviews investigation, notifies DOL, and prepares investigation report and final report.
1.127.4.	FORWARDS DRAWING. Ensures contractor furnishes “as built” drawing and forwards to CE.
1.127.5.	CONDUCTS PRE-FINAL INSPECTION. Visits construction site with project engineer for pre-final inspection to ensure completion of DO. Forwards punch list item to contractor for correction.
1.127.6.	CONDUCTS FINAL INSPECTION. Visits construction site with project engineer for final inspection to ensure DO completion.
1.127.7.	OBTAINS WRITTEN RELEASE FROM CONTRACTOR.
1.127.8.	PROCESSES FINAL PAYMENT INVOICE. Validates contractor invoice to determine amount of payment, verifies contract completion, and forwards for payment.
1.127.9.	REVIEWS FINAL PUBLIC PAY VOUCHER. Reviews final paid voucher and files in contract file.
1.127.10.	FILES INACTIVE DO. Places filing designation, dollar amount, and completion date on contract folder; completes form and files in inactive file.
1.128.	STANDARD PROCUREMENT SYSTEM (SPS):
1.128.1.	ENSURES RECORD SECURITY. Establishes safeguard to ensure the security of record, including technical control to assure safeguards are properly invoked and that intentional or accidental violation of security does not occur.
1.128.2.	ISOLATES HARDWARE PROBLEM. Isolates hardware problem; e.g., printer, terminal, or power source.
1.128.3.	ISOLATES SOFTWARE PROBLEM:
1.128.4.	IDENTIFIES PROCUREMENT DESKTOP 2 (PD2) SOFTWARE PROBLEMS. Researches PD2 operating manual or requests assistance from USP&FO administrator.

1.128.5.	IDENTIFIES SPS ERROR. Identifies SPS internal operating error and reports to USP&FO.
1.128.6.	INSTALLS SOFTWARE RELEASE. Installs software release received from commercial vendor for PD2.
1.128.7.	ANALYZES SPS PRODUCT. Analyzes automatic customer transaction, end of day product, AFO interface, vendor input, reconciliation list, follow-up listing, and consolidation file.
1.128.8.	PERFORMS UPDATE. Updates statement and clauses, reconstructs abstract; adds, checks, and updates buyer/vendor code and funding citation, changes printer parameter, updates estimated delivery date, Contracting Officer signature, and purges mail.
1.128.9.	COORDINATES/RESEARCHES SPS:
1.129.	COORDINATES WITH SERVER ADMINISTRATOR ON SERVER PROBLEM.
1.129.1.	COORDINATES WITH COMMERCIAL VENDOR SPS HELP DESK TO RESOLVE PROBLEM.
1.129.2.	UPDATES WEBSITE FOR INTERFACE WITH DFAS.
1.130.	PROCESSES POTENTIAL CONTRACTING ACTIONS THROUGH THE SPS INTEGRITY TOOL. Ensures proper interface with DFAS and resolves error prior to award.
1.131.	DEFENSE FINANCE AND ACCOUNTING SERVICE. Researches and resolves DFAS issue. Retrieves file, obtains payment history and researches payment and receiving report. Coordinates with customer and contractor, determines outstanding obligation, document.
1.132.	AUDIT. Prepares for external audit and/or surveillance, participates in audit, resolves audit issue, and documents.
1.133.	FEDERAL ACQUISITION REGULATION (FAR) AND SUPPLEMENT. Maintains FAR for immediate application.
1.134.	CONTINUOUS EDUCATION. Attends formal training (not related to certification); e.g., workshop, teaching, web-based training, etc., to satisfy continuous education requirement.
1.135.	CONTINGENCY CONTRACTING:
1.136.	PREPARES STATUS OF RESOURCES AND TRAINING SYSTEM REPORT.
1.137.	MAINTAINS CONTINGENCY KIT.
1.138.	REVIEWS UNIT OPERATIONS PLAN FOR CONTRACTING IMPACT.

1.139.	PERFORMS FEDERAL/STATE DISASTER PREPAREDNESS PLANNING.
1.140.	TEMPORARY DUTY (TDY) ASSOCIATED WITH CONTRACTING MISSION. Performs TDY associated with contracting mission that does not include outside the continental United States (OCONUS) or training.
1.141.	AUTOMATED BUSINESS SERVICES CONTRACTING SYSTEM:
1.142.	CREATES AUTOMATED FORM 9, <i>REQUEST FOR PURCHASE AND GOVERNMENT PURCHASE CARD FUND CITE AUTHORIZATION REQUEST</i> .
1.143.	QUERIES AUTOMATED BUSINESS SERVICES SYSTEM (ABSS) FOR STATUS OF DOCUMENT.
1.144.	OBTAINS EXTERNAL ROUTING DOCUMENT APPROVAL.
1.145.	PERFORMS CONTRACTING REVIEW AND CONTRACTING FINAL APPROVAL OF REQUEST.
1.146.	DISAPPROVES AND ROUTES DOCUMENT REQUEST.
1.147.	APPROVES AND ROUTES APPLICABLE DOCUMENT TO USP&FO.
1.148.	RETRIEVES EXTERNAL DOCUMENT ATTACHMENT.
2.2.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3**MANPOWER TABLE****Table A3.1. Standard Manpower Table.**

WORK CENTER/FAC		APPLICABILITY MANHOUR RANGE					
Air Force Specialty Title	AFSC	Grade	Manpower Requirement				
Contracting Superintendent/Manager	6C0XX	AGR	1	1			
Contracting Craftsman	6C0X1	AGR	<u>1</u>	2			
Total			2	<u>3</u>			

NOTE. AFSCs may be adjusted at the discretion of the CRTC Commander.